

From the October 2012 OPI Monthly Summary:

### **Terms of Employment collection to roll out this fall**

OPI is in the development phase of our new Terms of Employment, Accreditation and Master Schedule (TEAMS) module. This collection module will replace the Annual Data Collection for districts and Special Education Cooperatives for reporting teaching assignments to the OPI beginning, with the 2013-14 school year. In addition, OPI's new K-12 course codes will be reported beginning in the fall of 2013.

The Terms of Employment collection will begin in November 2012 and will be available to report either by import or manual entry.

TEAMS will also be the area where districts and cooperatives can generate the School Employee IDs for staff. Please do not submit the requests through the Epass/ File Transfer Service any longer. There will be time to generate these in TEAMS for submission of the Terms of Employment data.

Authorized Representatives for school districts and special education cooperatives can now complete an access request form to establish the appropriate security into the TEAMS module in preparation for entering or importing the Terms of Employment information. For more information about this, click here:

<http://lists.opi.mt.gov/newsletters/admin/index.php?Page=Newsletters&Action=View&id=375>

Timely information about the School Staffing Project can be found on the OPI webpage at [http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1\\_12](http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_12) , including

Timeline for School Districts:

[http://www.opi.mt.gov/pdf/SchoolStaffing/Timeline\\_SchoolDistricts.pdf](http://www.opi.mt.gov/pdf/SchoolStaffing/Timeline_SchoolDistricts.pdf)

OPI Position Codes: <http://www.opi.mt.gov/pdf/SchoolStaffing/PositionCodelist.pdf>

K-12 Course Codes: <http://www.opi.mt.gov/PDF/SchoolStaffing/K12-Course-Codes09-06-2012.pdf>

Frequently Asked Questions: <http://www.opi.mt.gov/pdf/SchoolStaffing/FAQ.pdf>

We will continue to send updates on the progress of the School Staffing project. We appreciate your patience and cooperation as we develop this new data system.

For more information, contact [Joan Anderson](#), 406-444-0701